

ENPF Limit Increase Change Instructions



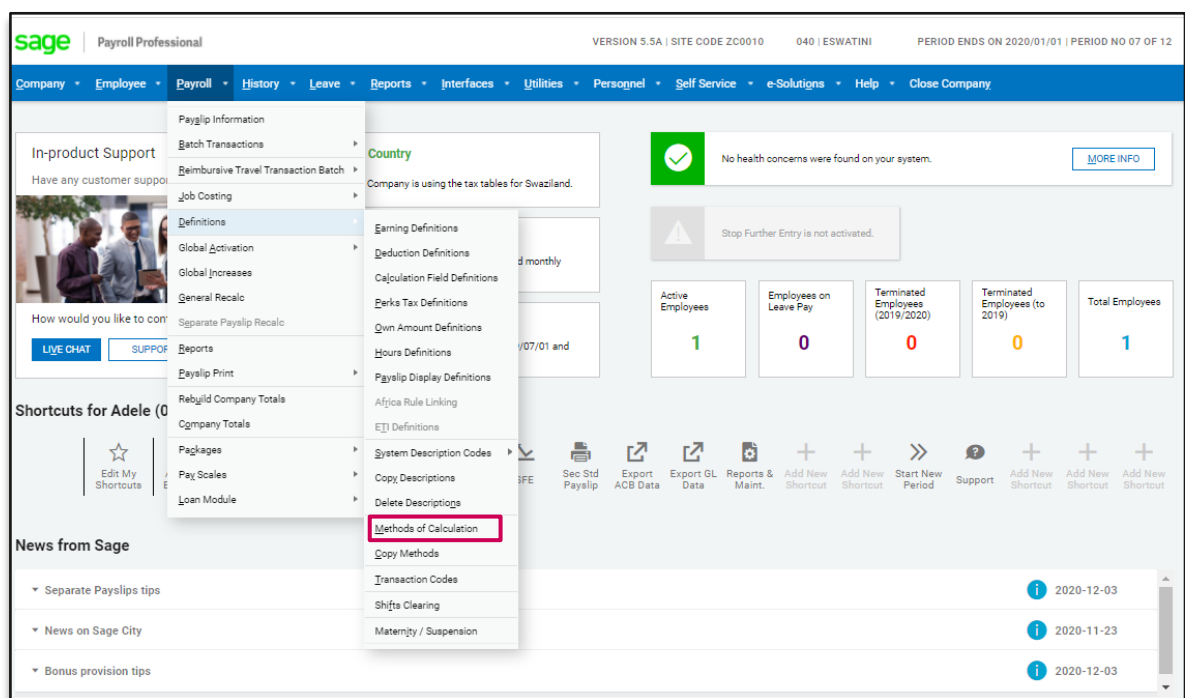
The below steps need to be followed once the Payroll processing date is in **January 2021**:

Step 1:

Click on **Payroll**

Click on **Definitions**

Select the **Methods of Calculation**



Step 2:

Click on **Edit**

Methods of Calculation

Please select from the buttons below:

Add - to add a new Method of Calculation
Edit - to alter an existing Method of Calculation
Delete - to delete an existing Method of Calculation

Step 3:

Click on your ENPF Deduction line and select the method number

Methods of Calculation

Select Earning, Deduction or Calculation Field to which the Method must Calculate

Earnings	Earnings	Deductions
*01.Salary *02.O/Time *03.Sunday *04.PPH 05.Car All 06.ReimbAl 07.LumpsTx 08.LumpsNT 09.Gratuit *10.LeavePd *11.Ann Bon *12.UnpdLve 13.MiscAll		01.P.A.Y.E *02.Pension *03.E.N.P.F *04.Provid *05.Life As *06.Unempl *07.Grad Tx 08.Tx Lump *09.Loans 10.LoanInt *11.CC2/3MA *12.CC1/3MA

Methods of Calculation

Select the correct Method for E.N.P.F

Step 4:

Increase your current limit to 155.00 as follows:

If Calc. Amount is Less than Min. of	.00	.00
Then Deduction must be	.00	.00
If Calc. Amount is Greater than Max. of	155.00	155.00
Then Deduction must be	155.00	155.00
Round Deduction		.00

Step 5:

Once you are done, close the method screen and select Yes to recalculate.



Do you want to Recalculate
the Earnings and Deductions
for ALL Employees?

Remember: These changes need to be implemented before printing reports/payslips and/or paying your employees